



PATENT

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Inventor(s) : John S. HENDRICKS et al. Examiner: Not Assigned
Serial No. : 09/237,828 Group Art Unit: 2711
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Title : ELECTRONIC BOOK ELECTRONIC LINKS

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Group 2700

Assistant Commissioner of Patents
Washington, D.C. 20231

CHANGE OF ATTORNEY ADDRESS IN APPLICATION

Sir:

Please send all correspondence for this application to:

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Respectfully submitted,

Dated: June 3, 1999

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PART-TIME MISC.
CLERK/ASSISTANT
U.S. Department of State, Office of Foreign Buildings Operations has an opening under a personal services contract for a part-time Misc. Clerk/Assistant, 32 hours per week. Incumbent provides assistance to A/FBO personnel in working with the A/FBO central files. Maintains physical control of the files during official business hours. Prepares file folders and labels; files materials in proper location; retrieves files and photocopies materials for cross-reference of other files. Receives and files copies of incoming/outgoing telegrams.
Mandatory Requirements: Applicant must be a U.S. citizen. Failure to state this on original application will render you ineligible consideration. Applicants need to address specific knowledge, skills and abilities: (1) Ability to follow routine administrative procedures; (2) Ability to establish and maintain a file system; (3) Knowledge of clerical practices and office routines; (4) Ability to communicate orally in performing clerical work. Applicant must have had (1) year of specialized experience related to the above duties equivalent to the GS-4 level or four years of education above the high school level. Position is a one year, renewable Personal Services Contract at the GS-5 equivalent (\$22,208 - \$28,868). Submit SF-171, OF-612 or resume postmarked by June 10, 1999 to: A/FBO/RMO/A/HR 7-99-023, P.O. Box 12248, Arlington, VA 22219.